

## Executive Office for Health and Human Services and Commonwealth-Mandated Administrative Trainings

New Hires: Within 90 days of hire unless noted otherwise. PACE is the Commonwealth's Learning Management System. Use this system to complete the mandatory E-Learning and register for instructor led classes.

| Class  | Training Requirement and Options  |
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| <b>MDPH Privacy and Confidentiality (Central Office Employees)</b>                                     | Employees, contractors, volunteers and student interns must complete within first week of employment. The training is offered as an eLearning posted on Healthnet, the MDPH Intranet. Employees send the certificate of completion to the MDPH Privacy and Data Access Office.  |
| <b>Information Security Training</b>   | The implementation of Executive Order 504-- Security and Confidentiality of Personal Information - mandates that all agency heads, managers, supervisors, and employees (including contractors, volunteers and student interns) attend information security training. Currently offered as CSD eLearning. To be completed within the first week of employment.  |
| <b>Annual Summary of the Conflict of Interest Law</b>  | Chapter 28 of the Acts of 2009 - the recently enacted ethics reform law, establishes mandatory education and training requirements for public employers and public employees. This mandate applies to all agency heads, managers, supervisors, and employees (including contractors, volunteers and student interns). Currently offered as CSD eLearning. New hires must complete within the first 30 days of employment. Staff must recertify each year.   |
| <b>Conflict of Interest</b>  | All employees must complete mandatory on-line Conflict of Interest on line training. New employees must complete the training within 30 days of hire and all employees must re-take training every two years.   |
| <b>Domestic Violence, Sexual Assault and Stalking</b><br>(The Commonwealth's curriculum 1997 or later) | <b>Managers:</b> (M-99 classification) Instructor-led training offered by the agency or the CSD <b>or</b> CSD eLearning. The class is listed in PACE as "Domestic and Workplace Violence – Mandatory" Managers completing this class will meet the training requirement for Domestic Violence Awareness and Workplace Violence Prevention.<br><b>Non-Managers Options:</b> Instructor-led training offered by the agency or the CSD <b>or</b> CSD eLearning for non-managers. A paper-based self-paced Employee Learning Guide covering core competencies is available to employees who do not have access to a computer. |
| <b>Workplace Violence</b><br>(The Commonwealth's curriculum 1997 or later)                             | <b>Managers</b> (M-99 classification) Instructor-led training offered by the agency or the CSD <b>or</b> CSD eLearning for <u>managers</u><br><b>Non-Managers Options:</b> Instructor-led training offered by the agency or the CSD <b>or</b> CSD eLearning for non-managers. A paper-based self-paced Employee Learning Guide covering core competencies is available to employees who do not have access to a computer.   |
| <b>Preventing Sexual Harassment</b><br>(The Commonwealth's curriculum any date)                        | <b>Managers:</b> (M-99 classification) and Supervisors: Instructor-led training offered by the agency w/ module for supervisors and managers <b>or</b> CSD eLearning for managers/supervisors<br><b>Non-Managers Options:</b> Instructor-led training offered by the agency or the CSD <b>or</b> CSD eLearning for non-managers/non-supervisors. A paper-based self-paced Employee Learning Guide covering core competencies is available to employees who do not have access to a computer.  |
| <b>Diversity Awareness</b><br>(based on the Brandeis Curriculum classes 2001 or later)                 | All staff must complete the instructor-led full day training covering core competencies offered by the agency or the CSD.   |
| <b>Diversity Awareness Training for Managers</b>   | Instructor-led training covering <u>managerial responsibilities</u> (1/2 day) offered by the agency or the CSD. Completion of the full day Diversity awareness training is a pre-requisite of the course.   |

Updated { DATE \@ "M/d/yyyy" }